

**COUNTY OF SAN BERNARDINO
EQUAL OPPORTUNITY COMMISSION**

BYLAWS

ARTICLE I - NAME

The Commission shall be known as the Equal Opportunity Commission of the County of San Bernardino, hereinafter referred to as the EOC in these bylaws.

ARTICLE II - LEGAL AUTHORITY

The EOC was authorized by the Board of Supervisors of the County of San Bernardino by Ordinance Number 2825, dated January 9, 1984. On June 10, 2003, the Board of Supervisors adopted Ordinance No. 3892 amending the San Bernardino County Code relating to the Equal Opportunity Commission.

ARTICLE III - PURPOSE

The Board of Supervisors of the County of San Bernardino established the EOC to monitor and review the County's equal employment opportunity program and to advise the Board of Supervisors of progress in this area.

ARTICLE IV - MEMBERS

Section 1. Eligibility

The EOC shall consist of eleven (11) members who shall be qualified electors of the County.

Section 2. Appointment

Each member of the Board of Supervisors shall appoint two (2) members to the EOC. In addition, one member at large shall be appointed by the Board of Supervisors to the EOC.

Section 3. Term of Office

Commissioners shall serve a term of four (4) years, beginning on January 1 of the appropriate year and ending on December 31 of the appropriate year, subject to the following:

Commissioners serve at the pleasure of the appointing Supervisor. Notwithstanding any other provision in this section, a Commissioner who is removed from office by the appointing authority shall leave office on the effective date of the removal.

A vacancy occurring during a term of office shall be filled for the unexpired portion of the term through an appointment made pursuant to the same process as the original appointment.

Pursuant to Government Code section 1302, a Commissioner whose term of office has expired shall continue to discharge the duties of the office until a successor Commissioner has been appointed pursuant to the same process as the original appointment.

Pursuant to San Bernardino County Code section 12.3701, the appointment of a Commissioner expires on the date that the appointing Supervisor leaves office. The successor Supervisor shall appoint a person to serve the remainder of the term pursuant to the same process as the

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original appointment. The incumbent Commissioner shall continue to discharge the duties of the office until a successor Commissioner is appointed.

ARTICLE V - DUTIES

Duties and responsibilities of the EOC include:

1. Review the County's Equal Employment Opportunity Plan and recommend changes and/or additions where appropriate.
2. Act as liaison between the Board of Supervisors, Chief Executive Officer, Director of Human Resources, and the community on the progress of the County's equal employment opportunity program.
3. Analyze departmental equal employment opportunity programs and report, as appropriate, any concerns to the Chief Executive Officer and/or the Board of Supervisors.
4. Recommend to the Board of Supervisors changes in the County's equal employment opportunity policy as deemed necessary.
5. Consult and make recommendations to department heads and administrators in the implementation of equal employment opportunity programs.
6. Review employment policies and practices, including those pertaining to:
 - Hiring
 - Recruitment
 - Examination
 - Selection
 - Promotion
 - Career development opportunities
7. Prepare a biennial report each even-numbered year, with the assistance of Equal Employment Opportunity staff, on the County's progress in equal employment opportunity to the Chief Executive Officer and the Board of Supervisors.

ARTICLE VI - OFFICERS

Officers of the EOC shall consist of a Chairperson, a First Vice-Chairperson and a Second Vice-Chairperson. The Chairperson shall preside at meetings of the EOC and shall appoint all chairs of committees. The Chairperson is authorized to sign any correspondence or documents as approved by the EOC. In the Chairperson's absence, a Vice-Chairperson will perform the duties of the Chairperson. The Executive Committee shall consist of the Chairperson and both Vice-Chairpersons.

ARTICLE VII - ELECTIONS

At the regular meeting of the EOC in December, the election of officers shall be held. Commissioners interested in becoming an officer shall address the EOC for five (5) minutes, presenting their qualifications and their view of where their leadership will take the Commission during the next term. The election of officers shall follow these presentations. The new officers shall commence their term in January of the appropriate year, or the beginning of the month immediately following the election.

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ARTICLE VIII - MEETINGS

Section 1. Regular

The EOC shall meet once each month with additional meetings conducted as determined necessary by the Executive Committee and one other Commissioner. Regular meetings of the EOC shall be held on the first Thursday of each month, unless the day occurs on or adjacent to a recognized holiday, in which case it will be scheduled to the following Thursday.

Section 2. Attendance

Regular attendance at the meetings and functions of the EOC is expected of all Commissioners. For exigencies, a Commissioner may be granted a leave of absence by the appointing Supervisor, and a temporary vacancy shall thereupon exist for the period of the leave of absence. At the request of the Chairperson, the appointing Supervisor may fill such temporary vacancy by a temporary appointment to the EOC, provided however that the period of the temporary appointment shall not exceed the period of the leave of absence and shall not exceed the remainder of the regularly appointed term.

Section 3. Quorum and Action

A quorum of the EOC shall consist of a majority of the total number of appointed seats of the EOC.

Unless otherwise required by law or these bylaws, EOC action on an item shall require a vote in favor of the item by a majority, defined as number greater than half, of those present at a meeting at which a quorum is present.

Section 4. Reimbursement of Expenses of Service

Commissioners traveling in excess of twenty (20) miles, round trip, to attend the EOC's business may be reimbursed for their mileage at the then published rate, pursuant to County Code section 13.0618(b)(1).

Section 5. Removal for Non-Attendance

If a Commissioner is absent from three (3) consecutive meetings or four (4) total meetings in a calendar year, without good cause entered into the minutes and with the consensus of the EOC, the EOC may recommend to the appointing Supervisor that the Commissioner in question be removed and a vacancy declared.

ARTICLE IX - COMMITTEES

Committees shall be established as deemed necessary by the Chairperson or by a majority of the EOC. Committees shall be established for monitoring particular equal employment opportunity programs.

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ARTICLE X - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, current edition, shall be the parliamentary authority for all matters of procedure not covered by these bylaws. The First Vice-Chairperson holds the responsibility of Parliamentarian, whom ensures that the order of business (i.e. agenda) is followed.

ARTICLE XI - AMENDMENTS

These bylaws may be amended by a two-thirds vote at a regular meeting of the EOC. A copy of the amended bylaws shall be provided to the Board of Supervisors for approval.

Revised 6/11

(Adopted 8/11)